

# City of Bunker Hill Village

11977 Memorial Drive  
Houston, Texas 77024

## AN EQUAL OPPORTUNITY EMPLOYER

*It is the policy of the City of Bunker Hill Village not to discriminate in its employment and personnel practices based on race, color, creed, religion, gender, age, national origin or disability. As required by the Immigration and Reform Act of 1986, all persons will be required to show proof of citizenship or right to work in this country if hired.*

## APPLICATION FOR SUMMER INTERN

Last Name	First	M.I.	Social Security Number
Street Address	City	State	Zip
Phone # (    )			E-mail address:

## EDUCATION / TRAINING

Type of School	Name/Location School	Dates Attended	Diploma/Degree Obtained	Area of Study
High School				
College				
Other Special Schools, Education, and Training				

Please list any Software Knowledge, Computer Skills, Technical or Professional Knowledge, or other Special Skills that would support your application:

Do you have a valid Texas Drivers License? \_\_\_\_\_Yes \_\_\_\_\_No  
Type of License:    Class A \_\_\_\_\_ Class B \_\_\_\_\_ Class C \_\_\_\_\_ Drivers License Number: \_\_\_\_\_  
Do you have any type of restriction on your Drivers License? \_\_\_\_\_  
If so, what type restriction? \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

<b>Start with your present or last position and work back</b>			
Name of Firm/Organization	From (Month & Year)	To (Month & Year)	Hourly Rate <div style="display: flex; justify-content: space-between; font-size: small;">Starting      Final</div>
Street Address		City	State      Phone
Title and Job Duties			
Name and Title of Immediate Supervisor		Reason for Leaving	
Name of Firm/Organization	From (Month & Year)	To (Month & Year)	Hourly Rate <div style="display: flex; justify-content: space-between; font-size: small;">Starting      Final</div>
Street Address		City	State      Phone No.
Title and Job Duties			
Name and Title of Immediate Supervisor		Reason for Leaving	
Name of Firm/Organization	From (Month & Year)	To (Month & Year)	Hourly Rate <div style="display: flex; justify-content: space-between; font-size: small;">Starting      Final</div>
Street Address		City	State      Phone No.
Title and Job Duties			
Name and Title of Immediate Supervisor		Reason for Leaving	

<p><b>Have you ever been convicted of a crime, other than a minor traffic violation?</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>(Conviction will not necessarily disqualify applicant for employment)</p> <p><b>If yes, list type and date of conviction:</b> _____</p>
<p><b>Are you related within the second degree by affinity (marriage) or the third degree consanguinity (blood relationship) to the Mayor, any member of the City Council, the City Administrator, or any City of Bunker Hill Village employee?</b></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    If yes, what is the relationship? _____</p>

## PERSONAL REFERENCES

List three persons to serve as references	
Name	Title
Business / Home Address / Phone	
Name	Title
Business / Home Address / Phone	
Name	Title
Business / Home Address / Phone	

## CERTIFICATION

I certify the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void this application and any actions based on it. I authorize the City of Bunker Hill Village to inquire with my previous employers as to the character of service rendered. I also release the City of Bunker Hill Village to conduct job-related inquiries into my credit history, criminal history, and driving record when deemed necessary.

I understand and agree that my employment is for no definite period of time and that wages, benefits, and conditions of employment can be changed and that I can be terminated at any time.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### *Primary Emergency Contact*

_____	_____	_____
<b>Name</b>	<b>Contact Information</b>	<b>Relationship</b>

### *Secondary Emergency Contact*

_____	_____	_____
<b>Name</b>	<b>Contact Information</b>	<b>Relationship</b>